



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON DARMSTADT
UNIT 29500
APO AE 09175-9500

REQUEST FOR FUNDRAISING

MEMORANDUM FOR DCA, _____ BSB, APO AE _____

SUBJECT: Fundraising Activity for _____

1. The following organization requests permission to raise funds:

Organization: _____ EIN: _____

Type of Fundraiser: _____

Location Requested: _____
(Requires Facility Manager's approval below #7)

Date(s): _____ Time(s): _____

2. The most recent treasurer's report is attached.

3. All funds raised by this activity will be used/distributed IAW with DODI 1000.15 and AE Regulation 210-22, Private Organization and Fund Raising Policy. An After Action Report will be submitted to the Unit Commander NLT 45 days of completion of the event.

4. The Point of Contact Name and Phone Number for the fundraising event is:

5. The following individuals will supervise the activity and cash control for the event:

Name: _____ Name: _____

Address: _____ Address: _____

APO: _____ APO: _____

DSN/Home#: _____ DSN/Home#: _____

6. Point of contact for the Organization is:

President or the Group Leader (Print, Sign, Date)
(For FRG's, Commander 04 or higher)

7. Coordination:

Facility Manager (Printed Name)

Facility Manager's Signature (Required)

8. Approved/Disapproved:

Director of Community Activities Signature Date

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AFTER ACTION REPORT (AAR)

1. AARs are due NLT 45 calendar days after the event. The report must include a summary of the event (including planning, execution, problems, how proceeds were or will be spent, and suggestions for the next event.
2. Provide the following information:

Name of Organization: _____

Type of Fund Raiser: _____

Date of Fundraiser: _____ Date of Conclusion: _____

Name/Phone Number of Person Submitting AAR: _____

3. Financial Summary:

Ending Deposit:* _____

Less Start-Up Funds: - _____

Total Collected: = _____

Less Prepaid Expenses:** - _____

Less Cost of Goods Sold:*** - _____

Total Revenue: = _____

***Ending Deposit** is total money collected from all sources during fund raiser.

****Expenses** include rent space, advertising, etc.

*****Cost of Goods Sold** is the cost of all goods purchased for resale, both before and during fundraiser.

4. Proceeds from fundraisers conducted by an IF must be spent in a manner consistent with that organization's purpose.

5. Please write a summary below:

6. Attach a copy of the fundraiser approval document.